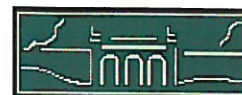




South Pasadena Public Library
SPECIAL MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
March 10, 2016



CONVENE:

Board President Edward Pearson called the special meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Ray Bradbury Conference Room on March 10, 2016 at 6:32 p.m.

IN ATTENDANCE: Trustees Present

Edward Pearson, President
Constance Lue, Vice President
Rick Thomas, Secretary
Andy Lippman, Trustee
Carolyn Flemming, Trustee

Also Present

Joe Matthews, Library Consultant
Patty Lyons, Friends Representative
Steve Fjeldsted, Director of Library, Arts, &
Culture
Barbara Posner, Senior Librarian/Support
Services
Maida Wong, Senior Librarian/Children's
Services
Chelsea Clark, Reference Librarian
Sean Faye, Administrative Secretary

MINUTES: The minutes of the Regular Meeting of February 11, 2016 were reviewed. Vice President Constance Lue indicated a comment she had made had not been included in the minutes. That statement expressed that Vice President Lue requested that all charities receiving funds from Special Events at the Library need to be authenticated. This has been adjusted for the February 11, 2016 Regular Board Minutes.

MSC: Rick Thomas/Carolyn Flemming – all approved, as corrected.

The minutes of the Special Meeting of February 26, 2016 were reviewed. Trustee Carolyn Flemming noticed a typo on page 4. This has been adjusted on the February 26, 2016 Special Board Minutes.

MSC: Constance Lue/Rick Thomas – all approved, as corrected.

PUBLIC COMMENTS:

DISCUSSION ITEMS:

1. **Form 700/Brown Act Training** – President Pearson reminded the Board that they need to submit their completed Form 700 information with their statements of economic interest to the City Clerk by 4/1/16. Director Fjeldsted said that a date has not yet been set for Brown Act Training for Board Members and Commissioners, but it will take place in the near future and will likely be an orientation by the City Attorney and an online test.
4. **CENIC Grant** – Director Fjeldsted said that he has received official notification that the Library's CENIC grant application has been approved. Director Fjeldsted said this will provide \$24,000 toward computer technology that can be used along with a 65% discount for Cisco hardware. Upgrades to the Library Wi-Fi will also be attainable once the increased Measure L funds arrive in

FY 16/17. The expenditures for Wi-Fi improvements can be part of our local match for CENIC grant eligibility.

6. **Library Parking** – President Pearson said that the South Pasadena Unified School District has voted to end negotiations regarding the current Proposed Mission Place Development of the SPUSD Parking Lot. Director Fjeldsted said the School Board announced they listened to the community's concerns and thanked any members who wrote letters as individuals with their concerns to the School District.
7. **Library Field Trip #2 to Monrovia and Arcadia Libraries** – The next Library Field Trip starts on Wednesday, April 20, 2016 at 9:00 a.m. Library Consultant Joe Matthews will make arrangements to visit the Monrovia Library first, and then the Arcadia Library.

ACTION ITEMS:

3. **Review of DRAFT Library Operations Study – Part 2** – President Ed Pearson said the Board has reviewed all but 4 of the 56 recommendations of the Library Operations Study provided by Library Consultant Joe Matthews. President Pearson said tonight's focus would be on Recommendations #43-46 for the proposed new Organizational Structure of the Library.

[Patty Lyons arrived at the Board of Trustees meeting at 6:43 p.m.]

Recommendation #44 – The librarians and selected staff should be provided with the necessary tools to provide roving service – Reference Librarian Chelsea Clark said she was in favor of having tablets to assist patrons, but thought headsets may make the staff seem unapproachable. Trustee Flemming said she has observed that smaller libraries will have one person at the desk and another on the floor for roving service.

Recommendation #45 – Hire tech savvy young people to provide computer support services – Senior Librarian Maida Wong asked for the word "young" to be removed. Trustee Flemming agreed and expressed her support for this recommendation.

[Vice President Constance Lue arrived at the Board of Trustees Meeting at 6:58 p.m.]

Recommendation #46 – Stop providing reference services at a public desk – Reference Librarian Clark thought the quality of service provided to patrons would be diminished without someone to provide reference information at a public desk. Senior Librarian Barbara Posner said that the reference librarians do roving service when the library is not busy, but that a "home base" would still be needed. Joe Matthews said that recent studies have shown sharp declines in the use of reference services elsewhere and in South Pasadena and that the desk only averages 7 questions per hour. Vice President Lue said that roving reference librarians would make them more accessible to the public.

Recommendation #43 – The Library Board of Trustees and the City should endorse and adopt the recommended Library Organizational Chart - Library Consultant Joe Matthews presented his recommendation for the organizational structure of the Library: an Assistant Director position would be created to maintain the day-to-day operations of the library, including the preparation of personnel evaluations, preparation of draft budgets, and working with the Library Managers to ensure all Library information is distributed; a Public Services Manager would develop outreach programs for adults, teens, and children and would have a staff of 2-3 librarians to coordinate them; a Digital Services Manager would be responsible for maintaining and updating the library's digital content, including the library's website,

and would improve the library's social media presence; the Support Services Manager would be responsible for maintaining the integrated computer system, as well as the flow of library materials, and would have a staff of full-time and part-time employees, while also managing volunteers, with the re-shelving of library materials and other activities. Joe Matthews asserted that the Director of Library, Arts, and Culture would be the overall supervisor of all library major operations.

Director Fjeldsted said most libraries have an Assistant Library Director position. Secretary Rick Thomas said that Joe Matthews' organizational chart is a model of a very classic reporting structure. Director Fjeldsted said that Human Resources and others would be involved in any possibly changing job titles and job descriptions and that any reorganization would need to go through another Budget process.

There was much discussion between the Trustees regarding the job descriptions for the positions Joe Matthews presented, and suggestions were offered as to combining two of the positions, as well as to what level of management responsibilities these new positions would encompass. President Pearson asked to take a short recess.

[The Library Board of Trustees took a recess at 8:02 p.m. and returned at 8:10 p.m.]

[Trustee Andy Lippman left the Board of Trustees meeting at 8:10 p.m.]

Reference Librarian Clark said that it would serve the Library to have someone closely focused on the daily library operations since the Library Director's job has broadened. Vice President Lue agreed that the Library Director's job is a very time-consuming, all encompassing position. Senior Librarian Barbara Posner said it would be difficult to find someone else with the same skill set and contacts as Director Fjeldsted. Senior Librarian Maida Wong added that the Library Director's position would continue to broaden, especially if a Library Foundation is created. Director Fjeldsted said a big part of his job elsewhere has been as a fundraiser and he looks forward to doing that in South Pasadena.

Motion by Library Board Secretary Rick Thomas, seconded by Library Board Trustee Carolyn Flemming, to accept the recommendations of the Draft Library Operation Study as written.

AYES:	Pearson, Lue, Thomas, Flemming * (except Item #43 – Flemming – No)
NOES:	None
ABSENT:	Lippman
ABSTAIN:	None

[Friends Representative Patty Lyons left the Board of Trustees meeting at 8:45 p.m.]

[Library Consultant Joe Matthews, Senior Librarian Barbara Posner, Senior Librarian Maida Wong, and Reference Librarian Chelsea Clark left the Board of Trustees meeting at 8:55 p.m.]

1. **Appointment of a Subcommittee to Consider Board Responsibilities** – President Pearson asked to table this action item to a future meeting.
2. **Approval of Library Volunteer Recognition Date, Speaker, and Volunteer(s) of the Year**
Trustee Lippman mentioned that his suggested Keynote Speaker at the Trustees meeting on 2/11/16, Scott Kraft, Deputy Managing Editor for the L.A. Times, is available on 4/22/16. 4/22/16 was confirmed as the date for the Volunteer Recognition Luncheon.

Director Fjeldsted suggested Ann Jilg be considered for Co-Volunteer of the Year. Ann has taught ESL class weekly for ten years at the library and will be retiring soon. This recommendation was supported by Senior Library Management. Administrative Secretary Sean Faye suggested Sue Hitchcock and Mary Bart of the Friends Bookstore be considered, as they have helped maintained order in the Friends Bookstore during the re-carpeting of the second floor, the arrangement of Friends Book Sales, and the processing of new volunteers through City Hall.

Motion by Library Board Vice President Constance Lue, seconded by Library Board Trustee Carolyn Flemming, to approve the Volunteer Recognition Luncheon to be held on 4/22/16, Scott Kraft to be the Keynote Speaker, and Ann Jilg, Sue Hitchcock, and Mary Bart to be the Volunteers of the Year.

AYES:	Pearson, Lue, Thomas, Flemming
NOES:	None
ABSENT:	Lippman
ABSTAIN:	None

DISCUSSION ITEMS:

2. **Library Volunteer Recognition Luncheon – Assignment of Tasks** – Trustee Andy Lippman has made arrangements for Scott Kraft to be the Keynote Speaker and will introduce him at the luncheon. Trustee Lippman will also make arrangements for the food and paper goods, as well as provide articles written by Scott Kraft to be displayed in the Community Room. Director Fjeldsted said that Library Administration will work with Nancy Lem to develop programs and invitations for the event. Director Fjeldsted added that Scott Kraft will be paid an honorarium of \$200. Secretary Rick Thomas will provide water, lemonade, and ice. Trustee Carolyn Flemming will provide small flower arrangements.
3. **Library Staffing Vacancies** – Director Fjeldsted said that the Library Operations Study will be reviewed on March 30, 2016 by the City Council and approvals will need to be factored into the coming Fiscal Year's plans. With the start of the next Fiscal Year only a few months away, Director Fjeldsted didn't think much could be done about filling library staff vacancies before the recommendations of the Library Operations Study are reviewed on March 30, 2016.
5. **City Community Budget Forum, March 12, 2016 at 9:00 a.m.** – Director Fjeldsted said the format will differ from last year's, as the City will focus on prioritizing projects that have already been identified. Director Fjeldsted encouraged the Board to attend, but added that they would not be representing the Board, but as private citizens.
8. **Consideration of moving the center urn at the Oxley Street entrance** – Director Fjeldsted said the urn's current placement obstructs the view of the new Leo Politi sculpture in front of the main entrance to the Library. Director Fjeldsted said he would consult Mayor Diana Mahmud for options as to where it can be moved, as the urn's current placement has been approved by the Library Board of Trustees, Cultural Heritage Commission, and City Council as part of Phase I of the Exterior Beautification Project.
9. **California State Poet Laureate Dana Gioia Author Night on March 30, 2016 at 7:00 p.m.** – Dana Gioia said that it was Director Fjeldsted's letter to Governor Jerry Brown, endorsing him as California State Poet Laureate, which started the process for his appointment. Director Fjeldsted will welcome the audience, Ron Koertge will introduce Dana Gioia, and then Director Fjeldsted

will go to the City Council Special Meeting on 3/30/16, where the Library Operations Study will be presented, after the proposed Community Center is discussed.

10. **City Council Special Meeting on March 30, 2016** – Joe Matthews will present the Library Operations Study to the City Council at their Special Meeting on 3/30/16. President Pearson will present the approval of its recommendations by the Library Board of Trustees. Joe Matthews, who will also serve as a Consultant for the Library's next Strategic Plan, asked the Trustees to begin formulating a new Mission Statement for the Library.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: None to report.

Trustee: None to report.

City Council Liaison: None to report.

Friends Representative: Before she left the meeting, Patty Lyons said that the transition of the new Friends Board members is going smoothly.

Trustee Liaison to Friends: None to report.

Representative to Community Center Ad Hoc Report: None to report.

Director of Library, Arts & Culture:

- Director Fjeldsted said about 100 people attended the "Billy Mize and the Bakersfield Sound" screening with live music on 2/18/16 and a front page article appeared in some editions of the *LA Times* and was the cover story that week of the *Pasadena Weekly*.
- On 3/3/16 an audience of approximately 50, including numerous students, attended the East West Players Theatre for Youth's production of "Bhagat Singh Thind," about a WWI era immigrant who won the right for citizenship from the U.S. Supreme Court.
- On Saturday Night of 3/5/16, artwork from three Chouinard trained artists was exhibited in the Community Room as part of the South Pasadena Arts Crawl.
- The unveiling of the Leo Politi sculpture "Sister Reading Book to Brother with Dog Looking On" in front of the main entrance to the Library took place on Sunday, 3/16/16. About 25 attended, including Congresswoman Judy Chiu, Senator Carol Liu, and Mayor Diana Mahmud.
- The Rumer Concert on 3/26/16 is sold out and Director Fjeldsted is consulting the Fire Department to see if standing room tickets can be sold. Rumer and her husband Rob will do a one hour radio interview and she may be the cover story for the *Pasadena Weekly*.

NEXT MEETING: The next meeting for the Library Board of Trustees will be in the Library Ray Bradbury Conference Room on 4/14/16 at 7:00 p.m.

ADJOURNMENT:

The special meeting of March 10, 2016 was adjourned at 9:29 p.m.

Minutes approved _____ as written.
Minutes approved _____ as corrected.



President